

FEGLI Change

Introduction In EHRP, the user can change FEGLI elections for an employee through the **HR Processing** page group. The personnel action, NOA code 881-0, is entered on the **Data Control** page. The FEGLI change is entered on **FEGLI/Retirement/FICA** sub-page by accessing the hyperlink on the **Job** page.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.



Navigational Path **Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing**

Or

Access the item using the Worklist.

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
-

Procedure The following steps detail the procedure for changing an employees FEGLI elections:

1 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

The **Find an Existing Value** page appears.

Find an Existing Value

Search By:

EmplID:

[Advanced Search](#)

2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

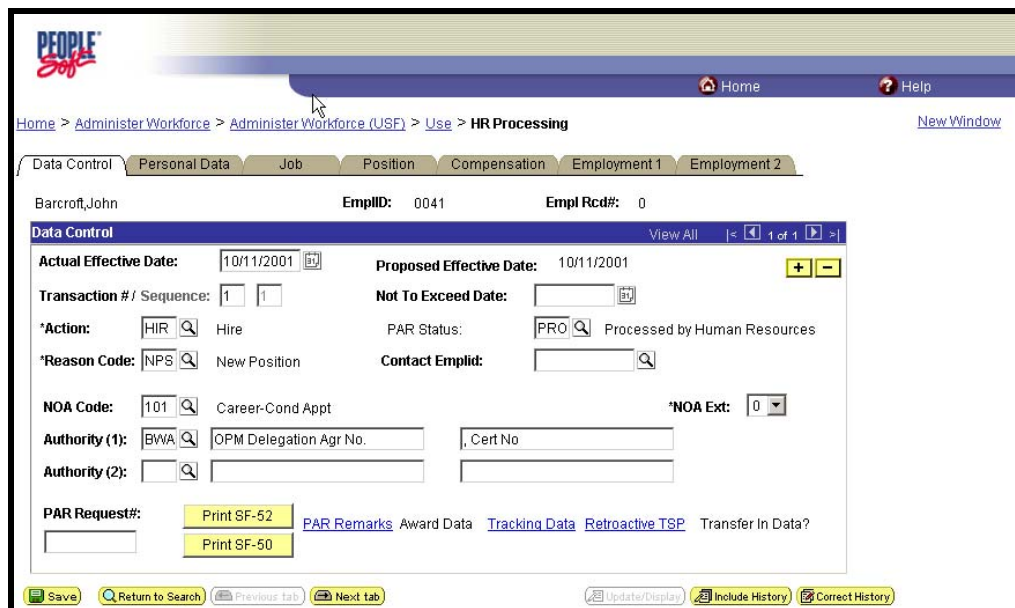
Empl Rcd Nbr
EmplID
Last Name
Name

3 Enter the appropriate variable in the next field. (for example, Last Name)

4 Click .

5 Select the appropriate employee's record.

The following **Data Control** page appears:



PEOPLE Soft

Home Help

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

New Window

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Barcroft, John EmplID: 0041 Empl Rcd#: 0

Data Control View All 1 of 1

Actual Effective Date: 10/11/2001 Proposed Effective Date: 10/11/2001

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: HIR Hire PAR Status: PRO Processed by Human Resources

*Reason Code: NPS New Position Contact EmplID:

NOA Code: 101 Career-Cond Appt *NOA Ext: 0

Authority (1): BWA OPM Delegation Agr No. Cert No


Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

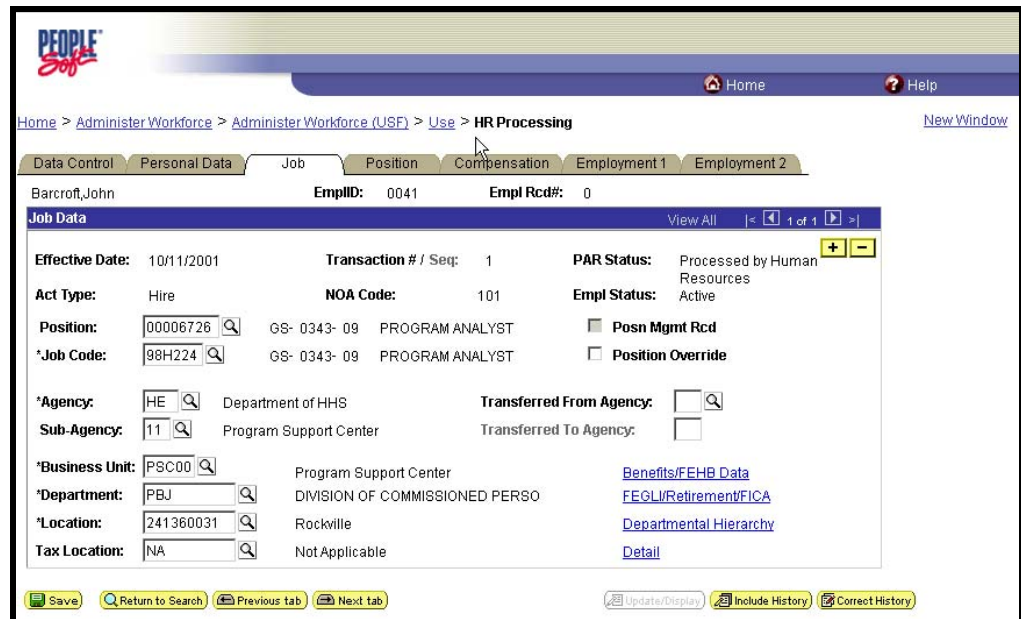
Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.

- 6 Click  in the **Data Control** box to insert another row into the employee's record.
- 7 In the **Actual Effective Date** field, enter the effective date of the FEGLI change.
- 8 In the **Action** field, enter "FSC" (Family Benefits Change).
- 9 Enter the applicable reason for the change in the **Reason Code** field.
- 10 In the **NOA Code** field, enter "881."
- 11 Enter the appropriate **NOA Ext.**
- 12 Enter the appropriate legal authority in the **Authority (1)** field.
- 13 If applicable, enter **Authority (2)**.
- 14 Click the **Job** tab.

The following **Job** page appears:



PEOPLE Soft

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Barcroft, John EmplID: 0041 Empl Rcd#: 0

Job Data View All | < 1 of 1 >

Effective Date: 10/11/2001 Transaction # / Seq: 1 PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: 101 Empl Status: Active

Position: 00006726 GS- 0343- 09 PROGRAM ANALYST ☐ Posn Mgmt Rcd

*Job Code: 98H224 GS- 0343- 09 PROGRAM ANALYST ☐ Position Override

*Agency: HE Department of HHS Transferred From Agency: ☐

Sub-Agency: 11 Program Support Center Transferred To Agency: ☐

*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

*Department: PBJ DIVISION OF COMMISSIONED PERSONO [FEGLI/Retirement/FICA](#)

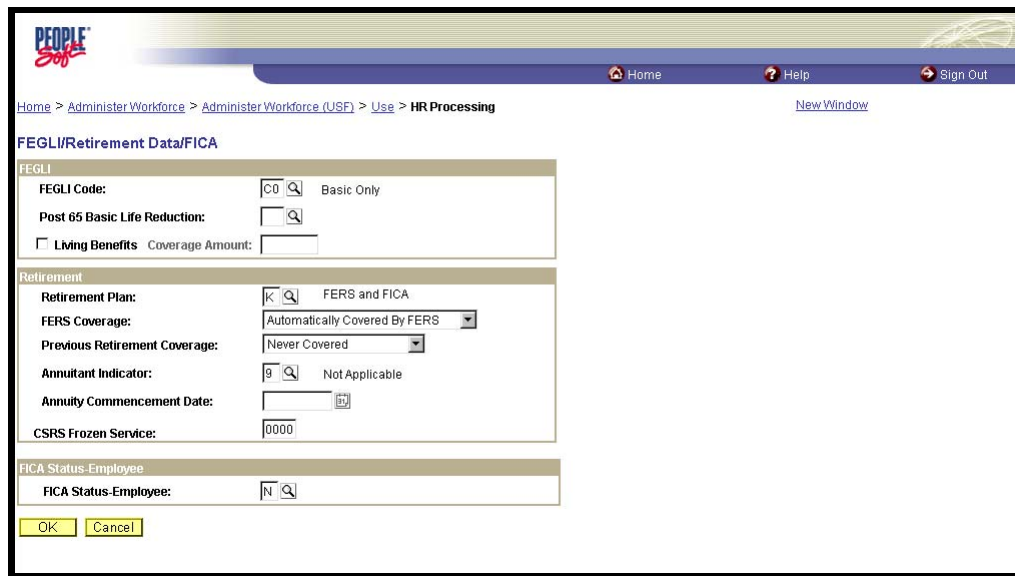
*Location: 241360031 Rockville [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

- 15 Click the **FEGLI/Retirement/FICA** hyperlink in the bottom right hand corner of the **Job** page.

The following **FEGLI/Retirement/FICA** sub-page appears:



PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

FEGLI/Retirement Data/FICA

FEGLI

FEGLI Code: C0 Basic Only

Post 65 Basic Life Reduction: ☐

☐ Living Benefits Coverage Amount:

Retirement

Retirement Plan: K FERS and FICA

FERS Coverage: Automatically Covered By FERS

Previous Retirement Coverage: Never Covered

Annuitant Indicator: 9 Not Applicable



Annuity Commencement Date:

CSRS Frozen Service: 0000

FICA Status-Employee

FICA Status-Employee: N

OK Cancel

- 16 Modify the **FEGLI Code** field, by selecting the appropriate FEGLI plan coverage.
- 17 Click .
- 18 The **Job** page reappears.
- 19 Change the **PAR Status** according to your role.
- 20 Click .